

steps you have in place or how you plan to make adjustments if you begin to fall short of established benchmarks and timeframes. Applicants should also use the Logic Model provided in the General Section of this SuperNOFA for reporting on how they will conduct performance measurement. You will be evaluated based on how comprehensively you propose to measure your program's outcomes.

## VII. Program Requirements, Certifications, and Procedures for ROSS Applicants

The requirements of this section are applicable to all applicants, and grantees under this announcement of funding availability.

(A) *Compliance with Fair Housing and Civil Rights Laws.* Your application must meet all the applicable threshold requirements found in Section V (B)(2) of the General Section of the SuperNOFA, as well as the following requirements.

(B) *Affirmatively Furthering Fair Housing.* You must adhere to the requirements as provided in Section V (D) of the General Section of the SuperNOFA.

(C) *Conducting Business In Accordance With Core Values and Ethical Standards.* All applicants shall develop and maintain a written code of conduct that reflects Core Values. See Section V(B)(3) of the General Section of the SuperNOFA for requirements.

(D) *Ensuring the Participation of Small Businesses, Small Disadvantaged Businesses, and Women-Owned Businesses.* The Department of Housing and Urban Development (HUD) is committed to ensuring that small businesses, small disadvantaged businesses and women-owned businesses participate fully in HUD's direct contracting and in contracting opportunities generated by HUD grant funds. See Section V (F) of the General Section of the SuperNOFA for requirements.

(E) *Economic Opportunities for Low and Very Low Income Persons (Section 3).* You must adhere to the requirements as provided in Section V (E) of the General Section of the SuperNOFA.

(F) *Certifications and Assurances.* Section V(H) of the General Section of the SuperNOFA lists requirements, certifications and procedures that apply to all programs, including ROSS. Applicants must comply with these in order to be eligible for the ROSS program.

(G) *Applicant Internet Access.* Prior to the initial draw down, all grantees must have secured online access to the Internet as a means to communicate

with HUD on grant matters. Tribes and TDHEs awardees may submit a waiver request to the Office of Native American Programs for this requirement if Internet access cannot be obtained. If tribes/TDHEs do not have Internet access, they must send hard copies of their grant documents to their Area ONAP.

(H) *ROSS Evaluation and Assessment.* All applicants selected for award must be willing to participate in the evaluation and assessment that HUD intends to conduct for the ROSS Program. At grant award HUD will provide additional information on the evaluation and assessment for applicants who receive awards.

(I) *ROSS Performance Measures.* All applicants selected for award should use ROSS Performance Measures in grant reporting for all awards. At grant award HUD will provide additional information on reporting the Performance Measures and the Logic Model for applicants who receive awards.

(J) *Format for submitting applications.* All documents must be attached or located according to the instructions below. Applicants should ensure to submit forms appropriate to the program for which they are applying. Applicants who fail to follow these instructions, may lose points if their documentation is not found according to the following instructions (grant reviewers will not be instructed to search through the entire application package for missing documents):

### (1) RSDM-Family

Tab 1: Required Forms from the General Section of the SuperNOFA and other ROSS forms:

- Applicant Checklist (HUD-52759);
- Fact Sheet (HUD-52751);
- Application for Federal Assistance (HUD-424);
- Budget Summary for Competitive Grant Programs (HUD-424C);
- Applicant Assurances and Certifications (HUD-424B);
- Grant Application Detailed Budget (HUD-424-CB);
- Grant Application Detailed Budget Worksheet (HUD-424-CBW);
- Applicant/Recipient Disclosure/Update Report (HUD-2880);
- Certification of Consistency with RC/EZ/EC Strategic Plan (HUD-2990) if applicable;
- Certification of Consistency with the Consolidated Plan (HUD-2991) if applicable;
- Certification of Consistency with the Indian Housing Plan if applicable (HUD-52752);
- Certification of Resident Council Board of Election/Signed Letter from

Small Housing Authorities without Resident Councils attesting to the fact that the Board contains one or more residents who were appointed by the Housing Authority or elected by fellow tenants (not applicable to tribes/TDHEs (HUD-52753);

- Disclosure of Lobbying Activities (HUD-SF-LLL)—if applicable (applicants requiring additional space may find the Disclosure of Lobbying Activities Continuation Sheet (HUD-SF-LLL-A) through HUD's web site, <http://www.hud.gov>);
- Acknowledgment of Application Receipt (HUD-2993); and,
- Client Comments and Suggestions (HUD-2994). (Optional)
- Survey on Ensuring Equal Opportunity Applicants (HUD-23004)

TAB 2: Threshold Requirements:

- Letters from Partners attesting to match;
- Letter from Applicant's organization attesting to match;
- Letters from Resident Associations/Resident Organizations indicating support of nonprofit applicants;
- Chart of Resident Associations Participating (required for nonprofit applicants) (HUD-52754);
- Contract Administrator Partnership Agreement (for all applicants except non-troubled PHAs, and tribes/TDHEs) (HUD-52755); and
- Past Performance evaluation (from HUD field office).

TAB 3: Narrative for Rating Factor 1 and Non-Standard ROSS Program Forms:

- Narrative;
  - Chart A: Program Staffing (HUD-52756);
  - Chart B: Applicant/Administrator Track Record (HUD-52757);
  - Resumes/Position Descriptions.
- TAB 4: Narrative for Rating Factor 2  
TAB 5: Rating Factor 3:
- Narrative;
  - Work plan (see sample) (HUD-52763).

TAB 6: Narrative for Rating Factor 4

TAB 7: Narrative for Rating Factor 5 and Non-Standard ROSS Program Forms:

- Narrative;
- Logic Model (HUD-96010).

### (2) RSDM-Elderly and Persons with Disabilities

TAB 1: Required Forms from the General Section of the SuperNOFA and other ROSS forms:

- Applicant Checklist (HUD-52760);
- Fact Sheet (HUD-52751);
- Application for Federal Assistance (HUD-424);